



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**
SPC Sharon Ramsey, (410) 576-6052, (410) 576-6108
<mailto:HROJOB@mdbalt.ang.af.mil>



| | |
|--|--|
| VACANCY ANNOUNCEMENT NUMBER | #05-212 |
| POSITION: | Military Pay Technician (Technician Pay Branch), GS-0545-06, PD#: 70270, Seq #: 213513 SALARY: \$31,903 to \$41,474 (Steps 1-10) per hour and full range of benefits. Relocation expenses will not be paid. |
| DUTY LOCATION: | USP&FO-MD Finance Division 301 Old Bay Lane Havre de Grace, Maryland 21078-4094 |
| OPEN PERIOD: | OPENING DATE: 16 September 2005 CLOSING DATE: 14 October 2005 or until filled, but NLT 13 December 2005 The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated. |
| WHO MAY APPLY: | This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current enlisted members of the Maryland Army National Guard and those eligible for membership. |
| DUTIES: | Exercises responsibility for prioritizing and processing the full range of military pay entitlements of ARNG personnel. Audits suspense reports/military pay rejects with controlling activities (unit/SIDPERS). Evaluates and resolves a variety of complex special pay issues. Prepares/processes complicated pay actions such as incapacitation pay, incentive pay, and bonus pay. Exercises responsibility to manually load Active Guard Reserve (AGR) Soldiers into the payroll system ensuring that all facets of the soldiers pay are accurate and correct. Ensures timely and accurate processing of technician payroll. Assists retired and separated members experience difficulties receiving pay information, allotments and/or deductions. Serves as focal point on dual compensation regulations and reports. Recommends methods, techniques, and procedures to improve military and civilian pay operations. Ensures the successful interface and/or connectivity between pay and related systems. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty. Performs other duties as assigned. |
| QUALIFICATIONS REQUIRED: | <u>General Experience:</u> Administrative or clerical experience, education or training which demonstrates the applicants ability to make arithmetic computations, to use regulatory material and communicate with individuals at different levels in order to assist and provide information. <u>Specialized Experience:</u> Must possess nine (9) months of the following experience: Experience which demonstrates the applicant has knowledge of DOD military pay manuals and appropriate systems manuals; experience computing military pay actions; experience in applying rules, regulations, laws, precedents, and decisions to military pay actions; experience explaining and interpreting various types of rules, regulations, and procedures; experience in applying directives and regulations to process and verify pay actions for accuracy; experience which required the applicant to adhere to various deadlines within a set time frame; and experience investigating pay inquiries, analyzing information and taking corrective actions as necessary. <u>Physical Effort:</u> The work is usually sedentary but may involve some standing and walking to obtain or deliver files or consult reference material. There are not special demands. <u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, and assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Enlisted CMF 71; MOS 42A/F/L; 44C; 92 A/Y in any Maryland Army National Guard unit in the state. |
| BASIS FOR RATING: | <u>Substitution Of Education for Specialized Experience:</u> High school graduation or the equivalent may be substituted for three (3) months of Specialized Experience. Education in schools above the high school level may be substituted for experience on the basis of nine (9) months of the academic year (i.e., 27 weeks of substantially full-time study, or 22.5 semester hours, or the equivalent) for nine (9) months of the required specialized experience. APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION. |

TECHNICIAN VACANCY ANNOUNCEMENT #05-212

| | |
|--|---|
| KSA's (Knowledge, Skill, & Ability) | <p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <p><u>Knowledge, Skills, and Abilities (KSA's) GS-06:</u></p> <ul style="list-style-type: none"> (a) Knowledge of military pay regulations and procedures; (b) Ability to compute pay actions; (c) Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay work performance; (d) Ability to explain and interpret regulations; (e) Ability to make extensive record searches and determine corrective actions; (f) Ability to meet deadlines and work under pressure; and (g) Ability to make difficult interpretations of established guidelines to process pay inquiries. |
| HOW TO APPLY: | <p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p><u>Complete, assemble, sign and send the following:</u></p> <ul style="list-style-type: none"> (1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference. (2) Applicable Documentation requested in the Announcement. (3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her. (4) Federal Technicians (current and prior) need to supply highest previous grade and step. (5) You are allowed to email applications or resumes. (6) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED. <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> |
| INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL: | <p><u>MILITARY SERVICE (IF APPLICABLE):</u> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><u>CREDITING EXPERIENCE:</u> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p> |
| <p>The Maryland National Guard is an Equal Opportunity employer. Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.</p> <p>Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.</p> | |